Work based learning – Apprenticeships

A guide for employers and mentors
What's the difference between a diploma and apprenticeship?

- Apprenticeships are funded by the Education and Skills Funding Agency (ESFA)
- Includes maths and English at the required levels
- Externally assessed by an End Point Assessment Organisation (currently 1st4Sport)

- Diplomas are not funded by the ESFA.
- No requirement for maths and English
- Assessed and internally verified by NHC qualified staff and externally verified by 1st4Sport
- Fees apply
Who is eligible

- Any person over the age of 16 year wishing to undertake an apprenticeship with the NHC will be considered.
- The learner needs to be working at the required level to start their training.
- They will need to have the correct maths and English qualifications for an apprenticeship.
- There is no upper age limit currently for the qualifications.
- They need to stay in racing or equine employment for the duration of the apprenticeship.
What does it cost?

For anyone aged 16-18 years there is no cost for the apprenticeship.

For anyone over the age of 18 there is a cost to the employer called an apprenticeship co-investment payment of £250 for a level 2 learner or £300 for a level 3 learner.

For any organisation who has more than 50 members of staff the apprenticeship co-investment is payable for learners of any age.
How do we start?

- The employer needs to be registered on the Apprenticeship Service before we can start an apprenticeship.

- Once this happens, we can enroll the learner on the correct programme for their needs and the needs of your business.

- The learner may be from the NHC Foundation Course and have completed a 6 week work placement with you or may be one of your existing members of staff.

- The learner must be fully employed with a contract of employment, and paid according to the minimum wage pay structure.
The enrolment process

THE ENROLMENT FORM AND COMMITMENT STATEMENT

THE SKILLS SCAN

THE PREDICTED OUTCOMES

AN EXPLANATION OF THE COURSE CONTENT AND STRUCTURE

CREATING A DELIVERY PLAN

ASSIGNING A WORKPLACE MENTOR
The delivery

The apprenticeship is broken into different areas of work:

- Unit 1: Safe Working Practice
- Unit 2: Yard and Field Routines and Duties
- Unit 3: Horse Anatomy, Physiology and Welfare
- Unit 4: Horse Handling, Care and Appearance
- Unit 5: Saddlery and Equipment / Nutrition and Fitness
- Unit 6: Travelling Horses
- Unit 7: Non-Ridden Exercise
- Unit 11: Core behaviours

PLUS one specialist Pathway unit
Specialist Pathway units

**Riding** - the candidate must demonstrate the ability to ride at least 2 different horses in the following ways:

- In an arena during basic school movements, with and without stirrups and demonstrate lateral work
- In an open space
- Open and closing gates
- Ride and lead
- Ride on the roads
- Over poles
- Over a course of jumps (optional)
Specialist pathway units

Non Riding - Yard Groom

- Supporting riding grooms
- Contribute to yard-based records
- Assist with office duties
- Engaging with customers
- Contribute to the organisation and maintenance of the yard
- Assist with storage of supplies and stock rotation
Specialist pathway units

**Breeding**

- Handling horses used for breeding purposes
- Observe the onset and if required be involved with foaling and aftercare
- An awareness of reproductive status
- Disease control within breeding
- Assist with breeding specialists
- Assist with the commercial sale of breeding stock
Specialist pathways units - Racing

- Racing exercise groom - riding in training racehorses on the gallops and taking horses racing
- Yard based racing groom - assisting with the training of racehorses and taking horses racing
How we deliver

Off the job training

Each learner has a bespoke training delivery plan

The majority of training is delivered on the yard by the employer, mentor or senior staff

NHC Roving Tutors have contact with each learner a minimum of every 4 weeks and will visit every 8 to 12 weeks to check learning is taking place and support learning needs

The mentor, employer, learner and Roving Tutor and all involved in visits, so everyone understands the process
How we deliver

Each visit the roving tutor will cover a range of topics which relate to their apprenticeship including:

- What steps the learner has taken towards their apprenticeship aims
- Health and safety
- Equality and Diversity
- Stretch and challenge for able learners
- Additional support requirements
- Employer feedback
- What goals need to be set for the future
• It is mandatory that employers allow every apprentice an average of 6 hours a week to complete off the job training (training towards their EPA where they don’t already have the skills, knowledge or behaviors)

• OTJT is delivered mainly by the employer or mentor in the workplace. NHC Roving Tutors will assist to fill any gaps in learning

• OTJT needs to be logged by the apprentice and our roving tutors can guide them through this
Gathering evidence

• As part of their apprenticeship, each learner is required to build a portfolio of evidence which demonstrates their ability in each section of the qualification. This will be submitted to 1st4Sport before End Point Assessment (EPA) and used by the Independent End Point Assessor (IEPA) to inform the professional discussion.

• The portfolio should include electronic written work, photos, videos, voice recordings, witness statements and eLearning certificates. This work needs to be logged on the learners NHC online account.
Once the apprentice is ready for Gateway (the name for the start of the EPA) then the NHC will submit the EPA request to 1st4Sport.

The learner will undertake 3 sections of an EPA:

1. Knowledge test- online, multiple choice, 50 questions. Pass 70% and distinction 90% (taken prior to the other parts of the EPA)

2. Observation a 5 or 6 hour practical observation in the workplace covering all the tasks from each section

3. Professional discussion- 60 to 90-minute discussion covering their core behaviours.

They will be given a Fail/Pass/Distinction grade in their full report 14 working days after their EPA.
After EPA

Progression routes available

Qualified and trained staff in employment

Incentives payments - employers
How to enrol an apprentice

Please register your interest with the NHC (E.Cassidy@theNHC.co.uk). We will set you up with instructions on how to register on the Apprenticeship Service and then arrange a meeting with the employer, apprentice and NHC roving tutor to begin the apprenticeship.